**Customizing Your Navigation Bar (List of Pages) Overview**

Your navigation bar is like a special kind of page in your wiki. You can edit it in pretty much the same way, adding links and formatting text, but it has some extra rules and restrictions for how things appear. The steps below should help you get the navigation bar you want.

**Replacing the Alphabetical List of Pages**

By default, we put a Page List widget on your navigation bar. It lists the first ten pages in your wiki in alphabetical order for you. These steps will let you get rid of this list so that you can replace it with a list of your own:

1. Go to your wiki.
2. On the side bar, under the list of pages, click the **edit navigation** link.
3. You will see a blue box that says, “Include Page List.” Delete this box by selecting it and pressing Delete on your keyboard. Your page is now blank — don’t worry, that’s supposed to happen.
4. Add your links manually in the order you want them to appear. The sections below will walk you through adding different types of links.
5. Once you have your pages linked in the order you want, hit **Save**.  
   *Note that if you have deleted the Page List widget but have not manually added any links, your navigation bar will be blank. This just means that your navigation bar is clear — it does* ***not*** *mean that you have lost any of your pages. If this happens, click* ***edit navigation*** *again and follow the steps below to add links.*

**Linking to Other Pages in Your Wiki**

1. Go to your wiki.
2. On the side bar, under the list of pages, click the **edit navigation** link.
3. If necessary, follow the instructions above to [remove the default Page List widget](https://help.wikispaces.com/Navigation+Bar#nopagelist).
4. Click the **Link** button in the editor toolbar.
5. In the **Link Text** field, type in the link as you would like it to appear. If you don’t type anything in this field, the link will automatically appear as the name of the page you are linking to. For example, if you are linking to the “Trees of North America” page on your wiki and you want the link to appear as just the word “Trees,” type in “Trees” here. Otherwise, the link will appear as the full “Trees of North America.”
6. The name of the current wiki will appear in the **Wiki** field. Do not change this.
7. In the **Page Name** field, select the page from the drop-down list (using the same example, you would select “Trees of North America”).
8. Click the **Add Link** button.
9. On a new line, repeat steps 4–8.
10. Continue as necessary until you’ve added all your links.
11. Hit **Save**.

**Link to Pages in Other Wikis on Your Private Label Site**

If you have set up one wiki on your [Private Label site](http://www.wikispaces.com/site/privatelabel) as a central navigation for the whole site (the www wiki is especially useful for this) you’ll probably want the nav bar to connect to pages in several different wikis. Or sometimes you’ll just want to refer to a page in another wiki. These instructions will help you do that:

1. Go to your wiki.
2. On the side bar, under the list of pages, click the **edit navigation** link.
3. If necessary, follow the instructions above to [remove the default Page List widget](https://help.wikispaces.com/Navigation+Bar#nopagelist).
4. Click the **Link** button in the editor toolbar.
5. In the **Link Text** field, type in the link as you would like it to appear. If you don’t type anything in this field, the link will automatically appear as the name of the page you are linking to. For example, if you are linking to the “Trees of North America” page on the Botany wiki and you want the link to appear as just the word “Trees,” type in “Trees” here. Otherwise, the link will appear as the full “Trees of North America.”
6. The name of the current wiki will appear in the **Wiki** field. Change this to the name of the wiki you are linking to. In our example, this will be the word, “Botany.”
7. In the **Page Name** field, select the page from the drop-down list (using the same example, you would select “Trees of North America”). Note that the main page of any wiki will always be named “home.”
8. Click the **Add Link** button.
9. On a new line, repeat steps 4–8.
10. Continue as necessary until you’ve added all your links.
11. Hit **Save**.

**Linking to Pages in Other Wikis on wikispaces.com**

Maybe you have multiple wikis on wikispaces.com. Or maybe you have friends, co-workers, students, or fellow teachers who have pages on their wikis that you want to go to a lot. Either way, it’s easy to link to pages in other wikis on wikispaces.com with the following steps:

1. Go to your wiki.
2. On the side bar, under the list of pages, click the **edit navigation** link.
3. If necessary, follow the instructions above to [remove the default Page List widget](https://help.wikispaces.com/Navigation+Bar#nopagelist).
4. Click the **Link** button in the editor toolbar.
5. In the **Link Text** field, type in the link as you would like it to appear. If you don’t type anything in this field, the link will automatically appear as the name of the page you are linking to. For example, if you are linking to the “Trees of North America” page on the Botany wiki and you want the link to appear as just the word “Trees,” type in “Trees” here. Otherwise, the link will appear as the full “Trees of North America.”
6. The name of the current wiki will appear in the **Wiki** field. Change this to the name of the wiki you are linking to. In our example, this will be the word, “Botany.”
7. In the **Page Name** field, select the page from the drop-down list (using the same example, you would select “Trees of North America”). Note that the main page of any wiki will always be named “home.”
8. Click the **Add Link** button.
9. On a new line, repeat steps 4–8.
10. Continue as necessary until you’ve added all your links.
11. Hit **Save**.

**Linking to Web Pages That Aren’t on Wikispaces**

Whether you want to link back to the main home page for your school, company, or organization, or you just want to have a quick link to reference you know people will need, you can use the following steps to add external links to your navigation bar:  
If you have set up one wiki on your Private Label site as a central navigation for the whole site (the www wiki is especially useful for this) you’ll probably want the nav bar to connect to pages in several different wikis. Or sometimes you’ll just want to refer to a page in another wiki. These instructions will help you do that:

1. Go to your wiki.
2. On the side bar, under the list of pages, click the **edit navigation** link.
3. If necessary, follow the instructions above to [remove the default Page List widget](https://help.wikispaces.com/Navigation+Bar#nopagelist).
4. Click the **Link** button in the editor toolbar.
5. Click the **External Link** tab.
6. In the **Link Text** field, type in the link as you would like it to appear. This can be anything you want: “Google,” “Trees of North America,” “Click here,” anything you want. You must enter something in this field. If you don’t, you will get an error message that will prompt you to fill in the field.
7. In the **Address** field, enter the URL of the page you are linking to. For example, if you were linking to Google, you could enter, “google.com”, “www.google.com”, or “http://google.com”. Any of those would work.
8. If you want a new browser window to open when people click this link (so that they will still have your wiki open in the current window) check the **New Window** box. If you want them to navigate away from your wiki and open the link in the same browser window, leave the box unchecked.
9. Click the **Add Link** button.
10. On a new line, repeat steps 4–9.
11. Continue as necessary until you’ve added all your links.
12. Hit **Save**.

**Creating a New Page by Adding a Link**

If you are still setting up your wiki and you know that you will want a certain page, but you don’t have any content for it yet, you can still add a link to that page. In fact, adding a link will actually create the page, so it will be waiting for you and the other members of your wiki to edit as soon as you’re ready. Just follow these steps:

1. Go to your wiki.
2. On the side bar, under the list of pages, click the **edit navigation** link.
3. If necessary, follow the instructions above to [remove the default Page List widget](https://help.wikispaces.com/Navigation+Bar#nopagelist).
4. Click the **Link** button in the editor toolbar.
5. In the **Link Text** field, type in the link as you would like it to appear. If you don’t type anything in this field, the link will automatically appear as the name of the page you are linking to. For example, if you are creating a “Trees of North America” page on your wiki and you want the link to appear as just the word “Trees,” type in “Trees” here. Otherwise, the link will appear as the full “Trees of North America.”
6. The name of the current wiki will appear in the **Wiki** field. Do not change this.
7. In the **Page Name** field, select **Enter a page name** from the drop-down list. Type the name of the page you want to create (using the same example, you can type, “Trees of North America. The text will appear in red with a yellow caution icon — this is just here to let you know that your link will create a page, instead of linking to an existing page.
8. Click the **Add Link** button.
9. On a new line, repeat steps 4–8.
10. Continue as necessary until you’ve added all your links.
11. Hit **Save**.

**Adding Text without Links**

You may also want to add directional text, comments, or headers to you navigation bar without adding links. You don’t need any special steps to do this — just click the **edit navigation** link, put in the text as you want it to appear, and hit **Save** when you’re done.

**Formatting Your Navigation Bar**

You can format your navigation bar with the same options in the editor toolbar that you’d use to format a normal wiki page. Play with these options to see effects you can get:

* **Bold**
* *Italic*
* Underline
* Colors
* Changing the font
* Experimenting with size

You can also add a horizontal rule, like this:

...just use the button that looks like this:

**Getting the Alphabetical List of Pages Back**

If you ever decide you want to get the default alphabetical list of pages back, just take these steps:

1. Go to your wiki.
2. On the side bar, under the list of pages, click the **edit navigation** link.
3. Delete anything that you may have added to your navigation bar.
4. Click the **Widget** button in the toolbar.
5. From the Widget menu, select **List of Wiki Pages**.
6. If you want the home page to appear at the top of the list, check the **Move *Home* Page to Top** box. If you want the home page to appear alphabetically in the “H” position, leave the box unchecked.
7. By default, we will list up to ten pages. You can change this number if you would like to list more (or fewer) pages.
8. Click **Embed Page List**.
9. Hit **Save**.

**Adding a Tag Cloud**

A tag cloud is a visual representation of all the tags in your wiki. The more a tag has been used, the more emphasis it gets in the cloud — so tags that you use a lot will be bigger and bolder than less-used tags. Use the following steps to add one to your nav bar:

1. Go to your wiki.
2. On the side bar, under the list of pages, click the **edit navigation** link.
3. Click the **Widget** button in the toolbar.
4. From the Widget menu, select **Tag Cloud**.
5. Click **Embed Tag Cloud**.
6. Hit **Save**.

**Using Images as Graphical Buttons (*Advanced Users Only*)**

If you’re comfortable with editing image files and you want to add a bit of flair to your navigation bar, you can add graphical buttons:

1. Before you begin, have the graphics files for your buttons ready. The ideal width for your buttons will depend on the theme of your wiki, but try to make them around 180 pixels wide. You may have to do some tweaking later to get the look that you want. You will probably want .png files, but any image that normally shows up on a wiki page (.jgp, .gif, etc.) will work.
2. Upload the images to your wiki.
3. On the side bar, under the list of pages, click the **edit navigation** link.
4. Use the **File** tool in the editor toolbar to add your button image to the page.
5. As soon as you add the image, you should get a gray popup box with the image options. Click the **Add Link** link in this box.
6. Enter the link information. (If you’re not sure how to do that, check out the sections above on linking to a [page](https://help.wikispaces.com/Navigation+Bar#pages), a [page in another wiki](https://help.wikispaces.com/Navigation+Bar#wiki), a [page in another wiki on a Private Label site](https://help.wikispaces.com/Navigation+Bar#wikipl), or an [external page](https://help.wikispaces.com/Navigation+Bar#external)). Click **Add Link**.
7. Repeat steps 4–6 as needed.
8. Hit **Save**.